



City of Fayetteville, AR

RFP 16-02, Classification, Compensation, & Benefits Study

Tuesday, May 03, 2016 - 9:30 AM

113 W. Mountain, Fayetteville, AR 72701

Pre-Proposal Conference Agenda

1. A copy of this agenda is available on the City's website at <http://fayetteville-ar.gov/bids> under RFP 16-02.
2. Introductions from City Staff
 - a. Purchasing
 - b. Human Resources
3. **Attendee identification**
 - a. Due to the conference call situation, attendees in person will first be identified following attendees, one at a time, on the conference phone.
4. **Administrative summary (Purchasing)**
 - a. The City is seeking sealed proposals in response to RFP 16-02, issued on 4/15/16.
 - b. This RFP was initiated by the desire for a new classification, compensation, and benefits study. The formal RFP process is required by City policy due the project being expected to exceed \$20,000.
 - c. Renewal Term: The City is seeking a long term partner and reserves the right to award this contract for a second classification, compensation, and benefits study within five (5) years from City Council approval date of contract.
 - i. The City also reserves the right to contract with the awarded vendor within such five (5) year period for work related to this RFP and the City's classification, compensation, and benefits mission.
 - d. All proposers will be evaluated in a fair and impartial manner as outlined in the "Selection Criteria" listed in the RFP.
 1. 30%: **Qualifications in Relation to Specific Project to be Performed**
 2. 20%: **Experience, Competence, and Capacity for Performance**
 3. 25%: **Proposed Method of Doing Work**
 4. 15%: **Past Performance:** If previous evaluations with the City are not available, the professional firm's past performance records with other governmental agencies, and others will be used, including quality of work, timely performance, diligence, and any other pertinent information.
 5. 10%: **Cost/Fees**
 - e. This pre-proposal conference is non-mandatory. A summary of the pre-proposal conference will be provided via addendum in addition to answers from questions as necessary.
 - f. Interested parties are reminded not to contact any City employee other than Purchasing. Questions after this conference shall be addressed to Andrea Rennie, Purchasing Manager at 479-575-8289 or aforen@fayetteville-ar.gov.

- g. Deadline for questions has been established for Sunday, May 08, 2016 by midnight to aforen@fayetteville-ar.gov.
- h. Deadline to submit sealed proposal is Friday, May 27, 2016 before 2:00:00 PM, local time to City Hall, 113 W. Mountain, Room 306, Attn: Purchasing, Fayetteville, AR 72701. Proposals can be mailed and received or delivered in person prior to the deadline. Late responses will not be accepted.
- i. Currently two files make up the project solicitation documents:
 - i. FILE 01: RFP 16-02, 59 pages including Appendix A-J
 - 1. Appendix A – Organizational Chart as of 01.21.16
 - 2. Appendix B – Job Titles and Grades
 - 3. Appendix C – Police Step Plan
 - 4. Appendix D – Fire Step Plan
 - 5. Appendix E – Merit Pay Plan
 - 6. Appendix F – 2016 PPO
 - 7. Appendix G – 2016 High Deductible Health Plan (HDHP) and Health Savings Account (HSA)
 - 8. Appendix H – Retirement Plans
 - 9. Appendix I – Paid Leave
 - 10. Appendix J – Data Sources List
 - ii. FILE 02: Addendum 1 was issued on Tuesday, April 26, 2016
- j. All Proposers shall submit ten (10) sets of the proposal as well as one (1) electronic copy on a properly labeled CD or other electronic media device. **The electronic copy submitted should be contained into one (1) file.** The use of Adobe PDF documents is strongly recommended. Files contained on the CD or electronic media shall not be restricted against saving or printing. **The electronic copy shall be identical to the original papers submitted inclusive of City forms for completion.** Electronic copies shall not be submitted via e-mail to City employees by the Proposer.

5. Scope review (Human Resources)

- a. The City is requesting proposals for comprehensive classification, compensation and benefit reviews with recommendations for step pay plans for Police and Fire (uniformed) and merit pay plans (non-uniformed) that are internally equitable and externally competitive.
- b. The City desires to implement classification and compensation plans that are legally defensible, support objective measurement of compensable factors and maintain internal equity. Our compensation philosophy is designed as a strategy to support the City's commitment to recruiting, rewarding, retaining and motivating an excellent workforce. This is accomplished through competitive and equitable pay plans, practices and benefit offerings. The scope of work within the RFP requires the development of strategies, policies and practices necessary to carry out the total compensation philosophy.

6. Questions from attendees (taken one at a time from any interested party).

7. An addendum will be issued at a later date and time and is intended to have the following information at minimum:

- a. Copy of this conference pre-proposal agenda
- b. List of attendees from the pre-proposal conference
- c. Answers to any questions asked via e-mail prior to the deadline for questions previously identified
- d. Additional questions, clarifications or modifications to the RFP (if necessary).